

**IDD Provider Services
Out of Home Respite Services
Program Policies**

It is our policy to provide respite services at Lone Oak Ranch, a safe facility with a fun and enjoyable atmosphere. This service is made available to all Gulf Coast Center Consumers as well as contracted provider agency consumers and private pay individuals.

STAFFING

Our staff to client ratio will vary depending on the number of people utilizing the service and their individual needs, but never less than a 1 staff to 4-client ratio.

SLEEPING ARRANGEMENTS

All individuals spending the night will be assigned a room with roommates. (Exception-MH Children –three per weekend assigned and each will be in their own room). This will be addressed in the *Respite Service Assessment under Sleep Patterns*.

MEDICATIONS

For reasons of Safety **All Medications** will be locked in the medication cabinet. We require a doctor's order for all medication taken at this facility (PRN physician order form for over the counter medications and authorization for administration of medication form for prescribed medication, including PRN Meds). Also, **All Medications must be in its original current labeled container and if prescribed the labeled bottle must match the doctor's order. NOTE: if the Dr. changes the prescription, a new Med. Sheet needs to be completed and the labels must match the new order. Individuals that arrive at the Ranch for weekend respite without the current medication container and/or "Authorization for Administration of Medication" will not be allowed to stay.** A "Respite Weekend Verification of Medication Form" will be completed for each individual at the time he/she arrives at the Ranch for respite services. **A family member or assigned staff will be required to stay during check in time.**

SUPERVISION

Staff will supervise the activities of individuals at all times while outside the home. All activities within the home will be monitored by staff in varied degrees depending on the activity and need of the consumer. Due to our desire to promote independence and respect, constant line of sight supervision is not always provided within the respite facility. Overnight awake staff will monitor individuals on a scheduled basis throughout the night.

BEHAVIORAL INCIDENTS

Our service is meant to give families a break from providing 24 hour a day care to their family member, but unfortunately we are not able to provide services for individuals that may pose a health or safety risk to the other individuals participating in the weekend respite program. . If the behavior of any of our guests is so unmanageable that it infringes on the safety of others, this person's family will be called to come and pick him/her up. Future participation in the weekend respite program will be discussed with all those involved in the care of the person to determine what will be required to return to the program.

RESPITE ASSESSMENT/PLAN

An annual respite plan/assessment must be completed prior to individual attending the facility. The assessment will assist staff in becoming knowledgeable of the persons likes/dislikes, special diets, medications, sleep patterns, interests, fears, etc and will provide staff with information on the best way to handle specific situations. The Respite plan will make the staff aware of emergency contact information, specific respite services to be provided during the respite stay, specific activities the individual may wish to participate during the respite stay. Lastly, the Respite Plan will make staff aware of additional health care issues the person receiving respite may have, such as diabetes, high blood pressure, hypothyroidism etc...

ACTIVITIES

Depending on the weather, outside activities will be scheduled for every weekend. Activities may include, but are not limited to Fishing, Recreational sports, Feeding of small animals. Horseback Riding and Hayrides are planned scheduled events. There are also a variety of indoor activities available including bingo, games, arts and crafts, videos, music and Wii games. We also schedule activities in the community and prior to any of these activities families will be contacted. (you will need to read and understand our release before signing it) "Release and Waiver of Liability and Assumption of Risk Agreement"

MEALS and SNACKS

Will be provided for those individuals utilizing our service. We will take into account any food allergies and preferences when establishing and planning out meals, but if someone requires a special diet (i.e. Dietary Supplements, additive free foods or non-traditional or specialized foods) the family might be ask to provide this. Beverages provided include, milk, tea, juice, water and kool-aid. If other drinks are preferred or required, the family must provide them.

HURRICANE/TORNADO OR SEVERE WEATHER EMERGENCIES

Respite staff will monitor threats of severe weather at all times. In the cases where a hurricane watch has been issued, staff will notify families immediately that the watch has been issued and that family members should arrange for an immediate pick up of any individual receiving respite services. In other severe weather emergencies, staff will follow procedures designated in the Emergency Preparedness Disaster Plan

TELEPHONE USAGE

Unless requested by the family, staff will accommodate consumer requests to call home within moderation and unless an emergency, only during appropriate hours (after 7:30 a.m. and before 10:30 p.m.)

PERSONAL POSSESSIONS

All items brought in by consumers for Weekend Respite should be inventoried. We ask that all consumers bring items needed for their personal hygiene care. We also request that the individual bring sufficient amounts of weather appropriate clothing with them. In addition, if an individual wishes to bring any other items with them they may, but it is the responsibility of that person and/or their family to be sure they leave with those items. The staff will try to keep up with all personal items, but are not responsible for lost or stolen items.

HOURS OF SERVICE

Weekend Respite begins at 6:30 pm on Friday & Pick up at 4:30 pm on Sunday. Weekend respite will be closed in instances where there are only 2 or less individuals are scheduled. (Exception: MH weekend respite – determined by Children services staff) **There will be a total of 12 weekends per year for individuals with intellectual and developmental disabilities and a total of 8 weekends per year for children with mental health concerns.**

The breakdown for weekend respite schedule is as follows

- 1 adult female weekend per quarter**
- 1 adult male weekend per quarter**
- 1 weekend for children with developmental disabilities per quarter**
- 1 weekend for children with mental health concerns per quarter**

LATE PICK-UP FEE

All families will be assessed a late pick-up fee of \$10.00 per quarter hour for each family member left at the facility after hours. The fee will be assessed as follows:

- For Weekend Respite:**
- 4:30 to 4:45 - \$10.00**
 - 4:45 to 5:00 - \$10.00**
 - 5:00 to 5:15 - \$10.00 etc**

I, the undersigned, agree to the policies written above. In addition, I will acknowledge and respect the rights of all persons involved in this service including their right to privacy and safety. I also understand that all state and local laws will be enforced including no alcohol or weapons on the premises and smoking allowed (for adults only and in a designated area).

Parent or Guardian (Print Name)	Date
Parent or Guardian Signature	Date
Witness (title if applicable) Signature	Date